



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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March 16, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

13 MARCH 16, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)

SUBJECT

ADOPTION OF CONFLICT OF INTEREST AND DISCLOSURE CODES

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Conflict of Interest and Disclosure Codes for Arroyo Verdugo Consortium of Governments (Arroyo Verdugo Steering Committee); Child Support Services; and Local Initiative Health Authority for Los Angeles County (L. A. Care Health Plan) to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Workforce Excellence.

The proposed Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

NEW AGENCY:

(Arroyo Verdugo Consortium of Governments (Arroyo Verdugo Steering Committee))

- This agency has adopted by reference regulation 18730 (2 California Code of Regulations, Section 18730) as its Conflict of Interest Code and they will be adopting the County's Model Disclosure Categories.
- The agency has designated the following positions as code filers: Steering Committee Members; Executive Director; and Consultant to the code.

SUBSTANTIVE CHANGES:

(Child Support Services)

- Deletes Attorney II; Attorney III; and Attorney IV from the code.
- Adds Attorneys (Acting as Division Chiefs); and Attorneys (Assigned to the Department's Executive Office) to the code.

(Local Initiative Health Authority for Los Angeles County (L. A. Care Health Plan))

- Modifies the Incorporation Page to reflect those positions that will file directly with the Board Executive Office and the position designated to accept the agency's Statements of Economic

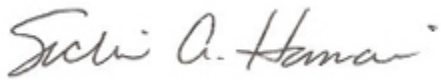
Interests.

- Adds the positions of Chief of Staff and Chief of Human and Community Relations to the code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,

A handwritten signature in cursive script, reading "Sachi A. Hamai".

SACHI A. HAMAI
Executive Officer, Board of Supervisors

SAH:DG:kw

Enclosures

c: Chief Executive Officer
County Counsel

Conflict Of Interest Code
of the

**ARROYO VERDUGO CONSORTIUM OF GOVERNMENTS
(ARROYO VERDUGO STEERING COMMITTEE)**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section
18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Steering Committee Members and Executive Director and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

Conflict Of Interest Code

**ARROYO VERDUGO CONSORTIUM OF GOVERNMENTS
(ARROYO VERDUGO STEERING COMMITTEE)**

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction of the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Individuals who perform under contract the duties of any designated position shall be required to file Statement of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interests shall be required to file Statement of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Executive Officer (or head) of the agency.

Conflict Of Interest Code

**ARROYO VERDUGO CONSORTIUM OF GOVERNMENTS
(ARROYO VERDUGO STEERING COMMITTEE)**

EXHIBIT "B"

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

Steering Committee Members

1, 2, 3

Executive Director

1, 2, 3

Consultant

4

EFFECTIVE:

Conflict of Interest Code
of the

CHILD SUPPORT SERVICES DEPARTMENT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations,
Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Director and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

CHILD SUPPORT SERVICES DEPARTMENT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which effect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

**CHILD SUPPORT SERVICES DEPARTMENT
EXHIBIT "B"**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director	1, 2, 3
Attorney IV (Special Assistant to the Director)	2, 3
Attorneys (Acting as Division Chiefs)	4
Attorneys (Assigned to the Department's Executive Office)	4
Chief Deputy Director	1, 2, 3
Deputy Director, Branch Operations	2, 3
Head Attorneys, Branch Operations	2, 3
Head Attorney, Criminal Prosecution Services	2, 3
Head Attorney, Planning & Training	4
Information Technology Manager III	4
Administrative Deputy	1, 2, 3
Assistant Administrative Deputy	1, 2, 3
Fiscal Officer II	2, 3
Procurement Assistant III	4
Supervising Administrative Assistant III, Fiscal Mgmt.	4
Supervising Administrative Assistant II, Fiscal Mgmt.	4
Supervising Administrative Assistant II, Contracts	4
Head, Management Services	1, 4

**CHILD SUPPORT SERVICES DEPARTMENT
EXHIBIT "B" (Cont'd)**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Area Administrator	2, 3
Departmental Human Resources Manager II	2, 3
Departmental Information Security Officer	4
Division Administrator	2, 3
Information Technology Manager III	4
Safety Officer I	2, 3
Supervising Administrative Assistant II (Customer Finance Services)	4
Consultant	5

EFFECTIVE:

Conflict of Interest Code
of the

LOCAL INITIATIVE HEALTH AUTHORITY FOR LOS ANGELES COUNTY
(L.A. CARE HEALTH PLAN)

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the General Counsel of L.A. Care Health Plan, or his or her designee. L.A. Care Health Plan shall make and retain a copy of all statements filed by its Board Members and its Chief Executive Officer and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

L.A. Care Health Plan shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

Conflict of Interest Code
LOCAL INITIATIVE HEALTH AUTHORITY FOR LOS ANGELES COUNTY
(L.A. CARE HEALTH PLAN)

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interests in real property in Los Angeles County if the property or any part of it is located within or not more than two miles outside the boundaries of Los Angeles County or within two miles of any land owned or used by the Agency.

CATEGORY 2

Persons in this category shall disclose all investments, income and business positions in:

- a. Plan Partners (health plans under contract with the Agency), health care providers or other businesses under contract with or under consideration to contract with the Agency.
- b. Businesses engaged in the delivery of health care services or supplies, or services or supplies ancillary thereto of a type to be provided or arranged for by the Agency;
- c. Businesses that provide services, supplies, materials, machinery or equipment of a type purchased or leased by the Agency;
- d. Businesses subject to the regulatory, permitting or licensing authority of the Agency;
- e. Businesses that have contracts or otherwise conduct business with Plan Partners.

Conflict of Interest Code
LOCAL INITIATIVE HEALTH AUTHORITY FOR LOS ANGELES COUNTY
(L.A. CARE HEALTH PLAN)

EXHIBIT "A"

CATEGORY 3

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from businesses that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CATEGORY 4

Any consultant who performs the functions of a Designated Employee shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, disclosure of consultants shall be determined on a case-by-case basis by the Chief Executive Officer. The Chief Executive Officer may make a determination as to what disclosure, if any, is required by any particular consultant.¹

¹ The Chief Executive Officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Conflict of Interest Code
LOCAL INITIATIVE HEALTH AUTHORITY FOR LOS ANGELES COUNTY
(L.A. CARE HEALTH PLAN)

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board Members	1, 2
Chief Executive Officer	1, 2
Chief of Staff	1, 2
Senior Advisor	1, 2
General Counsel	1, 2
Chief Medical Officer	1, 2
Chief of Managed Care Operations	1, 2
Chief Financial Officer	1, 2
Chief Information Officer	1, 2
Chief of Human and Community Relations	1, 2
Senior Directors (including Assistant General Counsel and Medical Director)	2
Directors (including Compliance Officer and Associate Counsels)	3
Managers (including Privacy Officer/Information Security Official and Plan Partner Account Executives)	3
Purchasing Agent	3
Consultant	4

EFFECTIVE: